

Steuben Area Economic Development Corporation
7234 Route 54N, P.O. Box 393, Bath, NY 14810
Meeting Minutes
February 27, 2025

- I. **Call to Order** – The Regular Meeting of the Steuben Area Economic Development Corporation was called to order at 12:43pm by Chairman Strobel, who confirmed that there was a quorum present.

Present:	Dean Strobel	Chairman
	Kelly Fitzpatrick	Vice Chair
	Tony Russo	Treasurer
	Michelle Caulfield	Member
	Sarah Creath	Member
	James Johnson	Executive Director
	Jill Staats	Deputy Director
	Matt Bull	Director of Community and Infrastructure Development
	Russ Gaenzle	IDA Counsel- Harris Beach
	Kelly Hortman	Administrative Assistant
Guests:	Kam Keeley	Three Rivers Development
Absent:	Mike Davidson	Secretary
	Mark Alger	Member

- II. **Oath of Office** – Oath of Office will be postponed to April 2025 when all the board members needing the oath can be present.
- III. **Secretary's Report** – Strobel presented the January 23, 2025; meeting minutes as presented in the board materials. A motion to approve the minutes was made by Caulfield and seconded Creath. All voted in favor and the motion passed.
- IV. **Treasurer's Report** – January Financials -No new items/activity to review.
- V. **New Business:**
- a) **Ratification of IDA Policies** – Harris Beach Murtha completed their annual review of the Agency's policies. Johnson reviewed the policies where no changes were needed and then the policies where updates were being recommended. The overview of all the policies was presented in the board materials and included updates to the project evaluation criteria and agency application, record of retention and disposition schedule, and the sexual harassment prevention policy. In addition, it was recommended that the agency adopt a FOIL policy formalizing the process the Agency follows when a FOIL request is made. In addition to the policy changes, the following appointments were presented: Ethics Officer (Alger), CFO (Johnson), Records Access Officer (Hortman) and Contracting Officer (Johnson). A motion to approve the policies as presented and make appointments was made by Caulfield and seconded by Creath. All voted in the favor and the motion passed.
- VI. **Adjournment** – With no further business to discuss, a motion was made by Fitzpatrick to adjourn the meeting at 12:44 pm, seconded by Strobel. All voted in favor and the motion passed.

Respectfully submitted,
Dean Strobel
Chairman